

INFO MEMO

(Month Day, Year, Time)

FOR: DEPUTY SECRETARY OF DEFENSE

FROM: T. J. Jones, Special Assistant to the Secretary of Defense for Strategy Review
(Note: The originator signs on this line. If someone signs “for” the originating official, print the signer’s name and title below the signature.)

SUBJECT: Sample Information Memorandum

- State what the addressee needs to know using succinct bullet paragraphs. Double space between bullets.
- Explain why it is important for the recipient to have this information. See Chapter 4 for suggested methods of organizing key points.
- Attach background or supplemental information at TABs as needed. If the material is lengthy, include an executive summary. Coordination should be provided at the last TAB in the package.

COORDINATION: TAB A (or last tab in package) (or NONE)

Attachments:
As stated

Classification/Declassification Authority and Instructions

Prepared By: Jane Smith, 703-697-8261